

# RECORDS RETENTION SCHEDULE: POLICE SANTA CLARA, CA.

PD-No.	Office of Record	Record Type	Records Description	Retention / Disposition			Comments / Reference
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ADMINISTRATION and/or CHIEF OF POLICE							
PD-001	Police / Admin. / Chief	Correspondence	Annual Summary of Use of Force	2 years		2 years	GC §34090
PD-002	Police / Admin. / Chief	Inspections	Carry Concealed Weapon Permits (CCW) - <b>Approved</b>	Expiration + 10 years		Expiration + 10 years	Department preference; GC §34090
PD-003	Police / Admin. / Chief	Correspondence	Carry Concealed Weapon Permits (CCW) - <b>Denied</b>	2 years		2 years	Department preference; GC §34090
PD-004	Police / Admin. / Chief	Correspondence	DMV Pull Notices (Police Employees Only)	Superseded + 2 years		Superseded + 2 years	Department preference (Transitory or source records not retained in the ordinary course of business); CHP audits every 2 years; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; GC §34090
PD-005	Police / Admin. / Chief	Subject	Internal Affairs Investigations / Complaints: <b>Except Officer Involved Shootings</b>	5 years		5 years	State requires for at least 5 years for Citizen's complaints; other State & Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; Statute of Limitations is 4 years for misconduct; IA and Statewide guidelines recommend 25 years for officer involved shootings; EVC §1045(b)(1), GC §§12946, 34090, PC §§801.5, 803(c), 832.5, VC §2547
PD-006	Police / Admin. / Chief	Regulatory Filings	Internal Affairs Investigations / Complaints: <b>Officer Involved Shootings</b>	25 years		25 years	State requires for at least 5 years for Citizen's complaints; other State & Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; Statute of Limitations is 4 years for misconduct; IA and Statewide guidelines recommend 25 years for officer involved shootings; EVC §1045(b)(1), GC §§12946, 34090, PC §§801.5, 803(c), 832.5, VC §2547
PD-007	Police / Lead Div.	Timekeeping	Overtime Slips	4 years		4 years	GC §34090

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PD-008	Police / Admin. / Chief	Subject	Personnel <b>Background Packet - POLICE Unsuccessful</b> (not hired)	5 years		5 years	Department preference; EEOC / FLSA / ADEA (Age) requires 1-3 years for selection records; State Law requires 2 - 3 years; 29 CFR 1602 et seq & 1627.3(a)(5) and (6), 2 CCR 7287.0(c)(2), 8 CCR §11040(7.( c)), GC §§12946, 34090
PD-009	Police / Admin. / Chief	Temporary Holding	Personnel Files - <b>Police Department Employees</b>  Includes Evaluations, Training Certificates, Evaluations, Medical Records, etc.	Upon Separation, Send to Human Resources		Upon Separation, Send to Human Resources	Department preference; Statewide guidelines propose 7 years; Calif. Labor Division is required to keep their records 7 years; OSHA requires safety training 5 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 29 CFR 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 34090
PD-010	Police / Admin. / Chief	Correspondence	Policies & Procedures / Operation Directives / General Orders (Department Policies and Procedures)	Superseded + 2 years		Superseded + 2 years	Department Preference; GC § 34090 et seq.
PD-011	Police / Admin. / Chief	Routine	Public Relations / Citizens Police Academy	4 years		4 years	Department preference; GC §34090
PD-012	Police / Admin. / Chief	Non-Record	Time Off Requests / Sick Slips	None		None	Department Preference; preliminary drafts; GC §34090 et seq.
PD-013	Police / Admin. / Chief	Reference	Training - <b>Department Training Records - <u>COURSE RECORDS</u></b> (Attendance Rosters, Outlines and Materials; includes Use of Force training, safety training, etc.)	5 years	P	P	Department preference; Rosters are sent to POST; Statewide guidelines propose 7 years; Calif. Labor Division is required to keep their records 7 years; OSHA requires safety training 5 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 29 CFR 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 34090
PD-014	Police / Admin. / Chief	Source	Weapons Database / Department Weapons / Qualifications (Employees)	Indefinite		Indefinite	Data Fields / Records are interrelated; GC §34090

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<b>ADMINISTRATIVE SERVICES / PERMITS &amp; ALARMS</b>							
PD-015	Police / Records	Correspondence	Alarm Billing	2 years		2 years	GC §34090
PD-016	Police / Admin. Services / Permits & Alarms	Correspondence	Business Permits (Regulatory) - <b>BUSINESS OWNER:</b> Massage, Taxi, etc. (Includes Digital Images)	Expiration + 2 years		Expiration + 2 years	GC §34090
PD-017	Police / Admin. Services / Permits & Alarms	Correspondence	Business Permits (Regulatory) - <b>TECHNICIAN / DRIVERS:</b> Massage Technician, Taxi Driver, etc. (Including Digital Images)	Expiration + 2 years		Expiration + 2 years	GC §34090
PD-018	Police / Admin. Services / Permits & Alarms	Correspondence	Guns: Dealers Record of Sale (DROS)	2 years		2 years	GC §34090
PD-019	Police / Admin. Services / Permits & Alarms	Correspondence	Secondhand Dealer Permits / Pawn Broker Permits & Licenses	Close of Business + 2 years		Close of Business + 2 years	Department Preference; GC §34090

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ADMINISTRATIVE SERVICES / PROPERTY & EVIDENCE							
PD-020	Finance	Correspondence	Auction Record Sales copies	2 years		2 years	GC §34090.7
PD-021	Police / Admin. Services / Property & Evidence	Subject	Audits - Drug, Weapons & Money	5 years		5 years	Department Preference; GC §34090
PD-022	Police / Records	Crime Reports	Crime Report Photos (Evidence) / Crime Scene Photos	2 years		2 years	Department Preference; GC §34090; except for PC 187, 273.5, 243(e)(i), fatal accident investigations and outstanding missing persons reports.
PD-023	Police / Records	Reference	Detectives Investigation Files and Arrest Files <b>(Notes) - Homicides</b>	Close Case	P	P	Department preference (preliminary drafts) GC §34090 et seq.
PD-024	Police / Admin. Services / Property & Evidence	Collections	Empty Envelopes / Backup for Money Sent to Finance	7 years		7 years	Department Preference; GC §34090
PD-025	Police / Admin. Services / Property & Evidence	Source	Evidence Register <b>Database</b>	Indefinite		Indefinite	Department Preference (data is interrelated); GC §34090
PD-026	Police / Admin. Services / Property & Evidence	Logs	Gun and Narcotics Destruction Log (Documents related to)	3 years		3 years	Department Preference; GC §34090
PD-027	Police / Admin. Services / Property & Evidence	Historical Documents/ Artifacts	Negative Photo File (older analog photos) Unrelated to crime reports and evidence	P		P	Department Preference; GC §34090

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RECORDS							
PD-028	Police / Records	Correspondence	Bail / Bond Transmittals (If not associated with a City Crime Report)	2 years		2 years	GC §34090
PD-029	Police / Records	Correspondence	Bicycle Licenses	After Entry into RMS + 2 years		After Entry into RMS + 2 years	Preliminary drafts; GC §34090
PD-030	Police / Records	Correspondence	CAD Daily Logs	2 years		2 years	GC §34090
PD-031	Police / Records	Muni	Citations - Parking, Traffic, Moving Violations Includes corrections	2 years		2 years	GC §34090 et seq.; PC 19.7, 802
PD-032	Police / Records	Muni	CRIME REPORTS: Misdemeanor - Adult Marijuana - H&S §11357(b)(c)(d)(e) or H&S §11360(b) (with procedure in H&S §11361.5)	2 years		2 years	("Shall" Destroy); GC §68152(e)(8)
PD-033	Police / Records	Crime Reports	CRIME REPORTS / ARREST JACKETS: ALL, Except Those Specifically Mentioned in the Schedule  e.g., 5150, Detention Reports, etc.	25 years		25 years	Department Preference; Provided there are no outstanding warrants, unrecovered identifiable items, criminal deaths, they are not historically significant, and it is not classified under PC §800 & 290 and H&S §11850; Stat. of Limit. is 2 yrs; Destroy juvenile marijuana after age18; H&S §11361.5, GC §34090, PC §802, PC §§187, 800 et seq.
PD-034	Police / Records	Reference	CRIME REPORTS: Homicide, Manslaughter (including vehicle), Outstanding Missing Persons	P		P	Department Preference; No limitations on commencement of action; Courts keep permanently PC §§ 261, 286, 288, 288a, 288.5, 289, 289.5, 290, and 799
PD-035	Police / Records		CRIME REPORTS: Factually Innocent Petition Accepted Records Sealed Pending Destruction - Except those with outstanding stolen property, including firearms, or lost firearms	Date of Arrest + 3 years		Date of Arrest + 3 years	Individual petitions District Attorney; Sheriff concurs that person is factually innocent, then seals record ("Shall" Destroy); GC §34090; PC §851.8(a)
PD-036	Police / Records		CRIME REPORTS: Misdemeanor - Juvenile Marijuana - H&S §11357(E) - Except those with outstanding stolen property, including firearms, or lost firearms	Conviction or Arrest (if No Conviction) + 2 years		Conviction or Arrest (if No Conviction) + 2 years	(Courts and other Agencies "Shall" destroy); H&S§ 11361.5 et seq., GC§68152(e)(8)

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PD-037	Police / Records		CRIME REPORTS:  Misdemeanor Marijuana §11357(e) - Juvenile on School Grounds during School Hours (with procedure in H&S §11361.5)	Offender is 18 Years Old		Offender is 18 Years Old	(Courts and other Agencies "Shall" destroy); H&S§ 11361.5 et seq., 11357(e)
PD-038	Police / Records		CRIME REPORTS:  Outstanding Missing Persons	Until Located		Until Located	Department Preference; GC §34090
PD-039	Police / Records	Subject	CRIME REPORTS:  Sealed Juvenile and Ward Cases - Except those with outstanding stolen property, including firearms, or lost firearms	Sealing Date + 5 years (Or Court Order)		Sealing Date + 5 years (or Court Order)	Statute of Limitations runs up to age of majority + 8 years; sealed records for juveniles and wards of the Court must be destroyed 5 years after sealing date; CCP §§340.1, GC §34090; W&I §§389(a), 781(d)
PD-040	Police / Records	Reference	Crime Statistics / Uniform Crime Reports (UCR) - Summaries (BCS)	P		P	Department preference; GC §34090
PD-041	Police / Records	Logs	Field Investigation Cards (FIs)	3 years		3 years	Preliminary documents; GC §34090 et seq.
PD-042	Police / Records	Correspondence	NCIC Validation	2 years		2 years	GC §34090
PD-043	Police / Records	Non-Record	Officer Recordings: Mobile Audio/Video Recordings that are <b>not</b> evidence ("hip recorders", etc.)	None		None	Department preference; Recordings that become evidence are stored with evidence - these are preliminary documents / transitory recordings not retained in the ordinary course of business; GC §34090.6(a)
PD-044	Police / Lead Div.	Timekeeping	Overtime Slips	4 years		4 years	GC §34090
PD-045	Police / Lead Div.	Timekeeping	Overtime Slips & Special / Extra Duties / Paid Time (Copy of Data Input Records)	4 years		4 years	GC §34090
PD-046	Police / Records	Correspondence	Parking Permits / Preferential Parking Licenses	2 years		2 years	GC §34090
PD-047	Police / Records	Correspondence	Patrol Ride-A-Long Waiver Form	2 years		2 years	GC §34090 et seq.
PD-048	Police / Records	Logs	Pawn Slips	3 years		3 years	Department Preference to provide information to other agencies; Non-records used for investigations; Originals entered into the State Automated Property System; most agencies retain for 2 years; GC §34090

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PD-049	Police / Records	Correspondence	Public Information Requests	2 years		2 years	GC §34090
PD-050	Police / Records	Reference	Registrants: Arson - <b>Adults</b>	5 years	P	P	Department preference; Pursuant to PC §457.1 et seq.; required to register for life; If released from CYA, records are destroyed after age 25 or sealing pursuant to W&I §781; GC §34090.7
PD-051	Police / Records	Registrants	Registrants: Arson - <b>Juveniles</b> released from California Youth Authority	Age 25 or Sealing Date + 5 years		Age 25 or Sealing Date + 5 years	Pursuant to PC §457.1 et seq.; If released from CYA, records are destroyed after age 25 or sealing pursuant to W&I §781; GC §34090.7
PD-052	Police / Records	Registrants	Registrants: Narcotic	5 years		5 years	Department Preference; Registration is required for 5 years; GC §34090, H&S §11590 et seq., H&S §11594(a)
PD-053	Police / Records	Reference	Registrants: Sex Offenders - <b>Adults</b>	P		P	Department Preference; Pursuant to PC §290 et seq.
PD-054	Police / Records	Registrants	Registrants: Sex Offenders - <b>Juveniles</b>	P or Sealing Date + 5 years (or Court Order)		P or Sealing Date + 5 years (or Court Order)	Pursuant to PC §290 et seq.; W&I §781;
PD-055	Police / Records	Source	RMS Database	25 years		25 years	Data Fields / Records are interrelated; GC §34090; except records marked permanent
PD-056	Police / Records	Correspondence	Subpoenas (Duces Tecum)	2 years		2 years	GC §34090
PD-057	Police / Records	Crime Reports	Video Recordings - Interview Rooms	50 years		50 years	Department preference; Recordings that become evidence are stored with evidence; the system is not designed to and does not record regular and ongoing operations; GC §34090.6(a)
PD-058	Police / Records	Recording Media	Video Recordings - Public Facing	3 months		3 months	Department preference; Recordings that become evidence are stored with evidence - these are preliminary documents / transitory recordings not retained in the ordinary course of business; the system is not designed to and does not record regular and ongoing operations; GC §34090.6(a)

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PD-059	Police / Records	Recording Media	Video Recordings - Temporary Holding Facility	3 months		3 months	Department preference; Recordings that become evidence are stored with evidence - these are preliminary documents / transitory recordings not retained in the ordinary course of business and the system is not designed to and does not record regular and ongoing operations; GC §34090.6(a)



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<b>ADMINISTRATIVE SERVICES - OPERATIONS / DISPATCH (COMMUNICATIONS / CAD / DISPATCH)</b>							
PD-060	Police / Admin. Services / Operations / Dispatch	Correspondence	Assignments Sheets	2 years		2 years	GC §34090 et seq.
PD-061	Police / Admin. Services / Operations / Dispatch	Recording Logs	Audio Recordings or Tapes - <b>(CAD/RMS)</b> Recordings of Telephone & Radio Communications Dispatch Tapes (CAD)	1 year		1 year	Department Preference; Statewide guidelines propose 180 days (legally mandated for 100 days); (may be discoverable or made public in some circumstances), GC §§34090, 34090.6

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<b>ADMINISTRATIVE SERVICES - TEMPORARY HOLDING FACILITY</b>							
PD-062	Police / Admin. Services / Temp. Holding Facility	Logs	Logs: Temporary Holding Facility / Booking	3 years		3 years	GC§ 34090 et seq.
PD-063	Police / Admin. Services / Temp. Holding Facility	Correspondence	LiveScan <b>Applications</b> / Fingerprint <b>Applications</b> (public)	2 years		2 years	GC§ 34090 et seq.
PD-064	Police / Field Operations	Muni	PAS Device Calibration Logs	2 years		2 years	GC §34090 et seq.

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FIELD OPERATIONS							
PD-065	Police / Field Operations	Correspondence	Canine (Police Dogs) <b>Program Files:</b> Action Reports, Monthly Reports	2 years		2 years	GC §34090
PD-066	Police / Field Operations	Logs	Canine (Police Dogs) Program Files: <b>Animal Files</b>	Separation + 3 years		Separation + 3 years	3 years is required for animal care / treatment records; FA §32003(e), PC §597.1(d); GC §34090 et seq.
PD-067	Police / Field Operations	Muni	Citation Log Books (#s / ranges) - Parking, Traffic	2 years		2 years	GC §34090 et seq.
PD-068	Police / Lead Div.	Timekeeping	Overtime Slips	4 years		4 years	GC §34090
PD-069	Police / Field Operations	Timekeeping	Payroll Daily Shift Rosters / Master Deployment Schedule / Vehicle Assignments, etc.	4 years		4 years	Department preference (preliminary drafts); GC §34090 et seq.
PD-070	Police / Field Operations	Subject	Pursuit Critiques	5 years		5 years	Department Preference; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; retirement benefits is 6 years from last action; 29 CFR 1602.31 & 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 34090; 29 USC 1113
PD-071	Police / Field Operations	Non-Record	Range Schedules	None		None	Preliminary documents not retained in the ordinary course of business; GC §34090 et seq.
PD-072	Police / Field Operations	Correspondence	Special Events / Ops Plan	2 years		2 years	Department preference; GC §34090 et seq.
PD-073	Police / Field Operations	Correspondence	Traffic Control: Radar Calibration Records	Life of the Equipment + 2 years		Life of the Equipment + 2 years	Department preference; GC §34090 et seq.
PD-074	Police / Field Operations	Correspondence	Traffic Control: Radar Trailer Surveys, etc.	2 years		2 years	Department preference; GC §34090 et seq.
PD-075	Police / Field Operations	Correspondence	Vehicle Log/Daily Safety Checks/Daily Work Reports/Vehicle Inspections/Daily Equipment Checks	2 years		2 years	Department preference; GC §34090 et seq.

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INVESTIGATIONS BUREAU							
PD-076	Police / Investigat. Bureau	Non-Record	Detectives Investigation Files and Arrest Files <b>(Notes) - Except Homicides</b>	None		None	Department preference (preliminary drafts) GC §34090 et seq.
PD-077	Police / Investigat. Bureau	Temporary Holding	Detectives Investigation Files and Arrest Files <b>(Official Reports)</b>	Transferred into Record's Files		Transferred into Record's Files	Transfer all Official Reports to Records to be placed in the Master Case Files.
PD-078	Police / Investigat. Bureau	Correspondence	Financial Forms - Asset Seizure: Payment requests and deposit forms	Completion + 2 years		Completion + 2 years	Department Preference; GC § 34090 et seq.
PD-079	Police / Investigat. Bureau	Correspondence	Financial Forms - Undercover buy money: receipts and reports	Completion + 2 years		Completion + 2 years	Department Preference; GC § 34090 et seq.
PD-080	Police / Investigat. Bureau	Correspondence	Informant Files	2 years		2 years	Department Preference; GC §34090 et seq.
PD-081	Police / Investigat. Bureau	Subject	Intelligence Files	5 years		5 years	Misleading, obsolete or unreliable information is required to be destroyed; remaining records must not be retained longer than 5 years; 28 CFR 23.20(h); GC §34090
PD-082	Police / Investigat. Bureau	Timekeeping	Overtime Slips	4 years		4 years	GC §34090
PD-083	Police / Investigat. Bureau	Correspondence	Subpoenas (Personal Appearance)	2 years		2 years	GC §34090